

**Lebanon Board of Finance  
Regular Meeting  
Minutes  
March 13, 2008 7:30pm  
Lebanon Town Hall**

Members Present: Liz Charron, Glen Coutu, Lori Wesolowski, Gregg LaFontaine, Linda Finelli, Betsy Petrie, Svea Meyer (alt), Chuck Haralson (alt)  
Members Absent: none

**Item A. Call to Order:**

The meeting was called to order at 7:30 pm by Liz Charron, Chairman

**Item B. Minutes of Previous Meeting:**

No action taken on February 14, 2008 minutes. Will be presented for approval at next month's meeting.

**Item C. Correspondence:**

Email received from Joyce Hoffmann on tax sale

**Item D. Monthly Expenditures/Payment of Bills:**

The board reviewed an updated list of monthly expenditures. Inland Wetlands shows over budget which may be attributable to a bookkeeping error in posting wages for the Town Planner. Tom Valone, Town Accountant will research this. Tom presented a year-to-date revenue summary for review. The board will look at this report on a quarterly basis. Tom was also asked to include a comparison of revenue received from the prior year on the next report.

**Item E. New Business:**

**1. Presentation of Board of Education Budget:**

The Board of Education budget was presented by Bob McGray, Superintendent, Donna LaFontaine, Chairman, and Mal Leichter, Business Director. Mal provided information on the Capital/Non-recurring request for the drilling of a new well at Lebanon Middle School. This will need to be completed by Fall 2008 in order for the license for Lebanon Kids to be renewed. Estimated cost is \$20,000. Following the presentation, the Board of Finance requested a report showing the staffing numbers by school, turnover rate for the prior year, salaries and expenses of custodial staff, and enrollment information and projections.

**2. Consider and act on additional expenses required for tax sale set for May 9, 2008:**

Joyce Hoffmann provided information on the expenses to be incurred for the tax sale of 17 properties scheduled to be held on Friday, May 9, 2008. G. Coutu moved to allow the overexpenditure of Acct. #407 Tax Collector, for subaccount 5610 Advertising by up to \$25,000 for expenses to be incurred for tax sale publications. Motion seconded by G. LaFontaine. Motion passed unanimously.

**3. Consider and act on information from Recreation Commission on Aspinall Project and fencing needs:**

Information from the Recreation Commission was provided on the need to upgrade the Sr. League Field at Aspinall due to water issues. Improvements are also needed for Little League fields. Enes Martineau and Sandy Tremblay provided the board with copies of estimates on the upgrades needed for the fields which total \$225,000 and a fencing estimate of \$9,300. The Recreation Commission said that they were prepared to pay for the fencing from the present year budget but asked the board to consider setting aside funds for the field improvement project. The Board of Finance recommended an overall evaluation of needs for athletic fields shared by the town and schools and a long term plan to be developed for maintenance and usage of these fields.

**4. Consider and Act on Emergency Management Performance grant in the amount of \$1,500:**

G. Coutu moved to request the Board of Selectman to call a Special Town meeting for the purpose of accepting the EMPG Grant in the amount of \$1,500. Motion seconded by G. LaFontaine. Motion passed unanimously.

**5. Consider and act on the Citizens Corp Grant (CERT) in the amount of \$1,000:**

G. Coutu moved to request the Board of Selectman to call a Special Town meeting for the purpose of accepting the CERT Grant in the amount of \$1,000. Motion seconded by G. LaFontaine. Motion passed unanimously.

**6. Consider and act on expenses incurred this fiscal year for repairs to Over-the-Rail Mower which were reimbursed from insurance during last fiscal year:**

G. Coutu moved to allow the overexpenditure of Acct. #430 Public Works subaccount 9850 Equipment Repair by up to \$17,748 for Over-the-Rail Mower repair. Motion seconded by G. LaFontaine. Motion passed unanimously.

**7. Consider and act on Engineering Services line item in Public Works:**

Joyce Okonuk informed the board of increased costs that have been incurred in the engineering account under Public Works. Roads and bridge improvements have added to the expenditures in this line item.

**8. Receive update on TIP Fund expenditures and processes:**

The board was provided a report showing the year-to-date allocations of TIP Funds. Communication to departments is on-going. Some are still not aware of the change made to the operating budgets and the procedures for requesting these funds.

**9. Consider and act on Capital and Non Recurring Fund:**

The board reviewed the requests made for funding for Capital and Non Recurring items.

**10. Consider and act on bids received for Auditor contract for FY 2007-2008 and FY 2008-2009:**

G. Coutu moved to accept the bid received from Stephen Hopkins for the Town Audit in the amount of \$11,750 for FY 2007-2008 and for FY 2008-2009. Motion seconded by L. Finelli. Motion passed unanimously.

**11. Other:**

J. Okonuk informed the Board that the final payment to the Fire Safety Complex contractor was not paid due to a dispute on the cost overrun. An offer made on behalf of the Town to settle was not accepted by the contractor. The issue will go to mediation.

On the matter of appointing alternates to the Board of Finance, L. Charron presented correspondence from the Town Attorney in which his opinion from reading state statute and town ordinance is that the Board of Selectman have the authority to appoint alternates to the Board of Finance. It was agreed that the Board would go along with the legal opinion presented.

**Item F. Old Business:**

**1. Consider and act on a policy for fund balance:**

G. LaFontaine provided some information and examples for the board to consider in establishing guidelines for the use of Fund Balance. Discussion on this will be postponed to the next regular meeting.

**2. Consider and act on transferring funds to a Senior Transportation Fund:**

B. Petrie moved to request the Board of Selectman to call a Special Town meeting for the purpose of establishing a Senior Transportation Fund to be used for receiving revenue and paying expenses associated with senior transportation services and to transfer into this fund \$52,322 from Acct. #457 Commission on Aging for FY 2007-2008. Motion seconded by G. Coutu. Motion passed unanimously.

**3. Update on Grand List and extension filed for assessment appeals:**

L. Charron provided a copy of a memo outlining the discussion she had with Claire Foltz, Assessor in regard to an update on the work in the Assessors office, the budget request and the status of the extension for appeals.

**Item G. Other:**

The Board of Finance discussed the present appearance and use of the conference room used for its meetings. A kitchen type area, office and file cabinets have been moved into this room which creates an unprofessional atmosphere and inappropriate use of this conference room. L. Charron offered to send a letter to the Selectmen requesting that the conference room be returned to its prior state so that the Board may conduct its meetings and business in a professional and uncluttered atmosphere.

**Item H. Adjourn:**

L. Finelli moved to adjourn. Motion seconded by G. Coutu. The meeting was adjourned at 11:15 pm.

Respectfully Submitted,

L. E. Wesolowski, Sec'y